

**Milford Water/Wastewater Commissioners’
Meeting Minutes
August 18, 2015**

Present: Michael Putnam, Chairman
Dale A. White, Vice-Chairman
Robert E. Courage, Member
David Boucher, Director

Call to Order

Chairman Putnam called the meeting to order at 6:13 p.m.

Decisions/Approvals

Approval of Meeting Minutes – Chairman Putnam made the motion to approve the August 4, 2015 meeting minutes as presented. Vice-Chairman White seconded the motion. All voted in favor.

July 31, 2015 Application for Payment #1, Park Construction Corp – Signed as presented regarding the West Elm Street Water Main Extension Project. Director Boucher noted this payment request has been reviewed and recommended for payment by Mr. Jeff Kevan, T. F. Moran. The retainage amount will be withheld by the Finance Department.

Water/Sewer Abatement Request – 344 Elm Street #51– Director Boucher explained the circumstances surrounding the very high water usage recorded for this condominium during May – July, the water meter tests performed, and this property’s water consumption history. The customer reported vacating the property on May 22 and relocated as the condo was for sale. Water pipe leaks, repairs and water meter mechanical malfunction have not been detected. Financial hardship relief for an unexplainable, unusually high bill received in August is sought by the customer. Commissioner Courage questioned whether the customer had requested a final water meter reading or to have the water services turned off. Following discussion and based upon previous billing history for this residence, Chairman Putnam made the motion to approve the water and sewer abatement request as submitted by the Water and Sewer Billing Clerk dated August 18, 2015 detailing the abatement of 7,240 cubic feet of usage, amounting to \$474.94 for Bill #169229 due to financial hardship, and based upon the recommendation of Director Boucher. The abatement calculation amounts to \$156.38 for water and \$318.56 for sewer. Commissioner Courage seconded the motion. All voted in favor.

Discussion/Information Items

West Elm Street Water Main Extension – Update – Director Boucher explained the project punch list items to be accomplished. He listed the West Elm Street businesses that have connected to the municipal water distribution system and said conversations are continuing with neighboring business owners wanting to connect to Milford’s water system.

Prospect Hill Water Storage Tank Removal Project – Demolition Update – Mr. Boucher reported the water storage tank metal has been removed. The foundation will be removed tomorrow. Favorable remarks have been received from nearby residents as a result of increased water pressure since the water storage tank was taken off-line. Mr. Boucher displayed photographs taken during various phases of the water tank demolition project. The commissioners voiced their satisfaction with the efficient project accomplishments performed by the Vinagro Corporation, Johnston, RI.

Border Street Water Main Project – Director Boucher said he will forward the recommended project specification changes to Mr. Jeff Kevan, T. F. Moran. Project dates specified will coincide with Amherst DPW's drainage project on Border Street, bearing a November 2nd completion date. Water service reconnections will follow, then base coat paving. Top coat paving will be scheduled for spring 2016. Bid contract documents and specifications for this proposed waterline replacement project will be sent to four construction companies on August 31st. The bid opening and project award to the apparent low bidder meeting all project specifications will occur on Tuesday, September 8th at 2:00 p.m. in the Water Utilities Department, 564 Nashua Street. Vice-Chairman White indicated he will recuse himself from decisions during the scheduled September 8 bid opening event. Mr. Boucher reported that the E. J. Prescott Company is the low bidder of four companies requested to submit project material list pricing.

Miscellaneous Water Utilities Department Project Updates – Director Boucher said meetings and off-site tours are being planned regarding seeking alternatives to Milford's current ultra-violet disinfection system. Commissioner Courage inquired whether the Water Department raised water gates prior to the NH DOT's repaving North River Road and Rt. 13. Director Boucher said the Water Utilities Department had not received the two weeks' notice prior to the state's paving project, as he had requested. Three companies have toured the compost garage building site while the matter of converting to propane heat is being explored. Referring to the recent correspondence received from the NH DES regarding the satisfactory manner in which the Milford Water Department has operated the water treatment and distribution systems, Chairman Putnam suggested recognizing the dedication and efforts of the Water Utilities personnel. The commissioners unanimously agreed to schedule a staff meeting luncheon during early September.

Activities Report – The commissioners reviewed the supervisory activities report without inquiries.

Future Appointments/Meetings:

The next Commissioners' meeting will be held on Tuesday, September 1, 2015 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

At 7:13 p.m. Chairman Putnam made the motion to adjourn the meeting. Vice-Chairman White seconded the motion. All voted in favor.

Michael E. Putnam, Chairman

Date

Dale A. White, Vice-Chairman

Date

Robert E. Courage, Commissioner

Date